

## **Driffield Junior School**

### **Health & Safety Policy**

Driffield Junior School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- Consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

Head Teacher

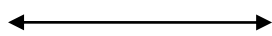
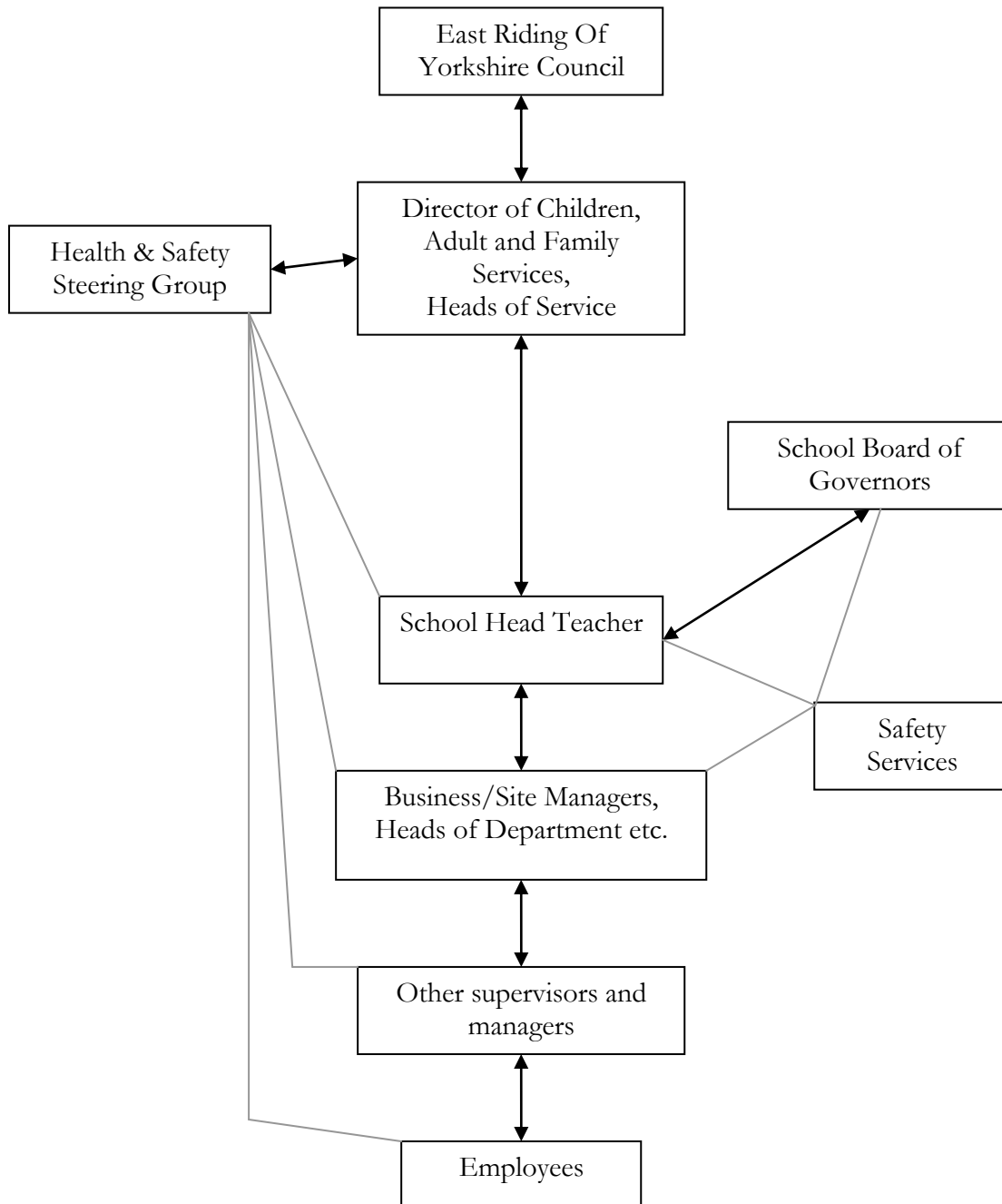
Date

Chair of Governors

Date

# Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

## **Roles and Responsibilities**

### **School Governors**

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools the local authority has overall responsibility.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- A school health and safety management plan is agreed and implemented in line with the Council policy;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

### **Headteachers**

Headteachers under the direction of the governing body are responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, Headteachers must: -

- Produce and maintain a school specific health and safety policy and supporting safety procedures and guidelines;
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;

- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- Ensure relevant statutory inspections take place within their school;
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Managers are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities;

#### **Business Manager**

- Conduct a health & safety audit of the premises on a termly basis and take remedial action where required.
- Ensure statutory inspections take place on a timely basis, including
  - Electrical safety
  - PAT testing
  - Water testing
  - Fire alarm
  - Play equipment
  - PE Equipment
  - Lifting equipment
  - Gas boilers
  - Ladders
  - Emergency Lighting
  - Fire Fighting Equipment
  - Fire Alarm
- Maintain appropriate records of inspections.
- Ensure health & safety concerns raised by staff are addressed
- Keep risk assessments and ensure these are circulated and signed off by all staff.
- Ensure new members of staff receive the appropriate health & safety policies and staff handbook on induction.
- Ensure all accidents, incidents and dangerous occurrences are investigated and where necessary reports forwarded to Safety Services at ERYC.
- Ensure outside bodies hiring the school premises conform to ERYC regulations in respect of insurance, CRB clearance, etc.

- Ensure the CRB single central record is kept up to date.
- Keep records of training.

#### **Caretaker**

- Test fire alarm on a weekly basis and record in fire log.
- Test emergency lighting on a monthly basis and record in fire log.
- Inspect play equipment on a daily basis, record and report any concerns.
- Inspect fire fighting equipment on a weekly basis to ensure nothing has been moved or tampered with and record in fire log book.
- Test water temperatures of identified outlets on a monthly basis and record in water safety file.
- Ensure the site is kept tidy with no build up of material likely to be a fire hazard or obstruction to fire exit routes.

#### **Educational Visit Co-ordinator**

- Ensure visits are managed safely.
- Ensure appropriate risk assessments are carried out for school visits.

#### **Teachers**

- The safety of pupils is the responsibility of class teachers. Exercise effective supervision of the pupils and know the emergency procedures in respect of fire evacuation, bomb scare and first aid and carry them out
- Follow safe working procedures personally
- Ask for protective clothing, guards, special safe working procedures, etc. where necessary
- Keep classroom and store cupboard areas tidy and safe.

#### **Cook**

- Ensure compliance with ERYC health & safety regulations for the kitchen
- Ensure staff entering the kitchen area comply with health & safety regulations.
- Complete necessary paperwork to comply with health & safety regulations.

#### **All Employees**

Every employee is expected to co-operate with the Council on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;

- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

## **Arrangements for the Management of Health & Safety**

### **Policy and guidance**

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees.

### **Health & Safety Advice**

Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

### **Consultation on Health, Safety and Wellbeing**

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

### **Training**

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
  - Emergency procedures

- 1st aid arrangements
  - Accident reporting
  - Hazard/safety issue reporting
  - Location of policy, guidelines and other relevant documents
  - Relevant risk assessments and safe systems of work
  - Smoking restrictions
  - A tour of the premises/site
  - Other relevant information
- Competency based training – relevant to the individual’s role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

### **Audits**

The school governors and headteacher are expected to ensure that the school’s health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

### **Inspections**

Periodic health and safety inspections (including Fire Safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

Results of inspections, including any remedial actions, will be recorded.

### **Risk Assessments**

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

### **Health Surveillance**

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

## **Emergency Procedures**

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

## **Safeguarding and Security**

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

## **Related Documents**

Medical Policy

Emergency & Critical Incident Policy

Fire Evacuation Policy

Safeguarding Statement

E-safety Policy

Care & Control Policy

Educational Visit Policy

CRB Policy